



## Job Description

**Job Title:** School Counselor

**Reports to:** Building Administrator

### **Qualifications/Job Requirements:**

- Valid teacher's license with appropriate endorsement
- Strong written, verbal, presentation, and interpersonal skills
- Meets health and physical requirements
- The usual and customary methods of performing the job's functions require the following physical demands; occasional lifting, carrying, pushing and/or pulling, some climbing and balancing, some stooping, kneeling, crouching and/or crawling, and significant fine finger dexterity. Generally, the job requires 10% sitting, 45% walking, and 45% standing.

### **Responsibilities and Essential Functions:**

- Adhere to the state laws and State Board of Education rules and policies for school counseling as well as the ASCA Ethical Standards for School Counselors;
- Create a strong school counseling program foundation;
- Ensure the comprehensive school counseling program is effectively managed;
- Ensure the comprehensive school counseling program is accountable and effective;
- Deliver large group, classroom, and school-wide curricula designed to help students achieve mastery of counseling standards appropriate for their developmental level;
- Utilize individual student appraisal and advisement to help all students plan, monitor, and manage their own learning as well as to achieve in academics, social and emotional development, and college and career readiness;
- Provide individual and group counseling to address students' immediate needs and concerns and resolve academic, social and emotional, or college and career issues that are interrupting learning;
- Provide support and assistance to students and school community to navigate critical and emergency situations;
- Make students and families aware of school and community resources that can provide additional information or assistance to help students be successful;
- Share strategies that support student achievement with parents, teachers, other educators, or community organizations through consultation;
- Collaborate with other educators, parents, and the community to support student achievement and advocate for access and equity for all students through teaming, partnering, participating on school/district committees, and facilitating parent or staff workshops;
- Perform other work-related duties as assigned.

**FLSA Status:** Exempt

**Terms of Employment:** 200 Day Calendar; Salary to be established by the Board.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy.



Revised: 04/07/2020

*The Jackson-Madison County School System (JMCSS) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.*